

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Utility Maintenance Mechanic I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Operates various equipment and machinery involved with the installation, repair, and maintenance of the water and wastewater systems. Performs general water meter readings and troubleshoots functions in a pump station. Responds to customer complaints. Ensures pumping stations are functional.. Performs related duties as needed.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
1	H	Operates and maintains various equipment and machinery by cleaning equipment exterior, performing inspections, monitoring and recording readings, performing preventative maintenance on pumps, conveyors, mixers, tanks, pumps, motors, pipes and other equipment and monitoring equipment for proper operation.
2	L	Performs general water meter readings by verifying meter numbers and addresses to locate meters, checking for straight connections, observing and recording readings, turning on new customer's water, checking for over reads, turning water off after tenants have moved, keeping a record of all meters checked and performing final meter readings.
3	L	Responds to customer complaints by answering questions about services, driving to customers' residence, checking meter to verify and fixing and explaining any problems.
4	M	Manages property by inspecting facilities for proper operation, maintaining the building and surroundings and ensuring that stations are online and functioning properly.
5	S	Performs related duties by attending specialty training classes and maintaining logs.
6	H	Performs troubleshooting functions by determining and solving reasons for breakdowns or leaks, responding to fault indicators and determining causes or reasons of mechanical, electrical and electronic or distribution line fault.
7	H	Performs repairs by overhauling, removing and replacing worn or damaged parts on meter equipment, machinery and facilities and installing new machinery and equipment, repairing water service and distribution lines.
8	H	Responds to emergencies by removing storm damage debris.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, and technical processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year in machinery repair or maintenance.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read meters, maps or map scale, general office correspondences and memorandum.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, timesheets, log or tracking reports, general correspondences and memorandum.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, reading meters, computer use, repairing pipeline
Sitting	F	Driving, meetings
Walking	F	To/from vehicle to customer meter, to/from job sites
Lifting	F	Meters, tools, computer, meter box, radio
Carrying	F	Various tools and equipment, computer, radio
Pushing/Pulling	F	Hand pump, shovel, grass from meter box, operating boats
Reaching	F	Water hand pump, various tools and equipment, radio, meter tops
Handling	F	Meters, tools, computer, meter box, radio
Fine Dexterity	F	Computer, writing, driving
Kneeling	F	Customer service, reading meters, service or maintenance, changing valves
Crouching	F	Customer service, reading meters, service or maintenance, changing valves
Crawling	F	Working in large vault
Bending	F	Opening and reading meter boxes, customer service, maintenance
Twisting	F	Opening and reading meter boxes, customer service, maintenance, tightening nuts and bolts
Climbing	F	Stairs
Balancing	F	On stairs, when carrying equipment or tools, in/out of vehicle
Vision	C	Computer, reading, writing, taking meter readings, paperwork, driving, observing pipeline and lake area
Hearing	C	Radio, communicating with personnel and general public, traffic warning noises, leaks in equipment
Talking	C	Radio, communicating with personnel and general public
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Meter reading equipment (hand-held), basic hand tools, cutoff key, water pump, shovel, tube, metal detector, spud wrenches, flashlight, general office supplies, motor vehicle, boats, tractor, harvester, computer, printer, Hansen software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	X
Explosives	M	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	D	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	D				

(1) Dogs, rodents, inclement weather

(2) Meter location - customer site, city streets

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, safety shoes, raincoat, uniform, hard hat, safety glasses, knee pads, vest, hearing protection

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)